

## **EDITED KSA LISTING**

### **CLASS: CORRECTIONAL CASE RECORDS MANAGER**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1.</b>	Comprehensive knowledge of determinate and indeterminate sentencing laws, parole laws and case laws in order to accurately compute dates (e.g. lifer hearings, release date, etc.), identify sentencing or clerical errors, and conduct audits (e.g. intake, 60-day, parole, etc.)
<b>K2.</b>	Advanced knowledge of the classification process and purposes, activities, regulations, and functions of the California Department of Corrections (CDC), the Board of Prison Terms, the Narcotic Addict Evaluation Authority, Department of Justice, and the Youth Authority as its operations relate to case records in order to effectively communicate with other departments and agencies, to conduct audits, to comply with policies and laws.
<b>K3.</b>	Comprehensive knowledge of correctional administration in order to function and interact with various divisions in a correctional and/or parole setting.
<b>K4.</b>	Comprehensive knowledge of documents and forms contained within the central file, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records in order to compute accurate parole and discharge dates, respond to inquiries, and ensure public safety.
<b>K5.</b>	General knowledge of principles and methods of training to determine training needs, evaluate training results, ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the CDC.
<b>K6.</b>	Comprehensive knowledge of information disclosure statutes and departmental guidelines to determine the release of information (e.g. operational procedures, inmate/parolee information, etc.).
<b>K7.</b>	Advanced knowledge of CDC automated record-keeping systems such as Automated Release Date Tracking System (ARDTS), Offender Based Information System (OBIS), Revocation Scheduling and Tracking System (RSTS), California Law Enforcement Tracking System (CLETS), Distributed Data Processing System (DDPS), Central File Tracking System, etc., in order to track inmates/parolees, their records and release and discharge dates, and audit the information received from these systems.
<b>K8.</b>	Broad knowledge of a managers' role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
<b>K9.</b>	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage a case records operation.

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<b>K10.</b>	<b>Comprehensive knowledge of departmental instructional and informational memorandums, policies, and administrative bulletins in order to apply the information and requirements in the management of a case records operation.</b>
<b>K11.</b>	<b>Comprehensive knowledge of inmate sentence credit reduction eligibility in order to conduct audits, produce accurate parole/release dates, and ensure public safety.</b>

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	<b>Skill to:</b>
<b>S1.</b>	Skill to define and interpret legal documents, statutes, classification actions, BPT/NAEA decisions/actions, case laws, and departmental policies and procedures in order to take appropriate action and apply the information in the management of case records operations, produce an accurate parole and/or discharge date, and ensure public safety.
<b>S2.</b>	Skill to analyze documents relevant to case records in order to ensure compliance with statutes, policies, procedures, laws; rules, etc., compute a parole and/or discharge date; and recognize and correct discrepancies/irregularities.
<b>S3.</b>	Skill to prepare accurate and concise reports, letters, memorandums, and notices in order to correct discrepancies, provide information, document data, etc. as it relates to the case records operations.
<b>S4.</b>	Skill to make accurate arithmetical computations in order to audit data and compute accurate parole, discharge review, hearings, and/or discharge dates.
<b>S5.</b>	Skill to prioritize workload and meet time constraints in order to effectively manage a case records operation, and comply with policies, procedures, laws, rules, etc.
<b>S6.</b>	Skill to make sound decisions and recommendations related to the correctional case records operation in order to determine and implement effective and appropriate courses of action.
<b>S7.</b>	Skill to progressively perform more difficult and analytical tasks in the correctional case records operation in order to ensure compliance with statutes, policies, procedures, laws; etc., compute a parole and/or discharge date; and recognize and correct discrepancies/irregularities.
<b>S8.</b>	Skill to apply a broad range of highly technical data to individual cases in order to ensure compliance with statutes, policies, procedures, laws; etc., provide information, conduct accurate audits, compute parole and discharge dates, and make sound decisions and recommendations.
<b>S9.</b>	Skill to communicate effectively in order to provide information, build and maintain working relationships, understand directions, and complete written documents (e.g. memos, letters, forms, reports, etc.) required for successful job performance.
<b>S10.</b>	Skill to disseminate accurate information to departmental staff, administrative, legislative, and judicial agencies, attorneys, the general public, etc. in order to resolve discrepancies, obtain clarification, ensure public safety, respond to inquiries, etc.

Bold text-indicates not on Classification Spec.

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<b>S11.</b>	Skill to operate a computer to access, enter, and retrieve information, resolve discrepancies, etc.
<b>S12.</b>	Skill to plan, organize, and direct the work of others to effectively manage a case records operation.
<b>S13.</b>	Skill to project/plan for future needs (e.g. staffing, overtime, training, equipment, supplies, etc.) in order to ensure adequate resources to maintain/manage a case records operation.
<b>S14.</b>	Skill to effectively contribute to the Department's equal employment opportunity objectives to create and maintain a fair and equitable work environment.

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	<b>Ability to:</b>
<b>A1.</b>	Ability to learn, understand, retain, and recall a broad range of highly technical data regarding individual cases in order to provide information, conduct accurate audits, compute parole and discharge dates, and make sound decisions and recommendations.
<b>A2.</b>	<b>Ability to lift, pull, and carry boxes and files weighing up to 25 pounds in order to access and move inmate/parolee records.</b>
<b>A3.</b>	<b>Ability to bend, stoop, and reach in order to access and/or move inmate/parolee records.</b>

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	<b>Special Personal Characteristics:</b>
<b>SPC1.</b>	Willingness to work in a correctional setting, aware of safety concerns, and act in an appropriate manner.
<b>SPC2.</b>	Willingness to assume progressively greater responsibility in the performance of job duties.
<b>SPC3.</b>	Willingness to travel when required in order to attend meetings, participate on special projects, and/or give expert testimony in court.
<b>SPC4.</b>	<b>Willingness to read and use potentially graphic or discomfoting information located within central files, and when testifying in court settings.</b>
<b>SPC5.</b>	<b>Willingness to work long and unusual hours based on operational needs to effectively perform the duties of the job.</b>
<b>SPC6.</b>	<b>Willingness to maintain a satisfactory record as a law-abiding citizen to effectively perform the duties of the job.</b>
<b>SPC7.</b>	<b>Willingness to work in a high volume, fast pace environment to effectively perform the duties of the job.</b>